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Denise Juneau
Superintendent



TO: System Test Coordinators
FROM: Judy Snow, State Assessment Director
DATE: March 11, 2009
RE: Students who move during the CRT and CRT-Alternate Testing Windows

School Testing Window Requirements:

- The state testing window for the CRT is March 2 – March 25, 2009.
- The school testing window must be within the state testing window.
 - The school testing window includes regularly scheduled testing and make-up tests. Example: If a school's regularly scheduled testing window ends on March 15 and a makeup is given on March 16, the last day of the school's testing window is March 16.

AIM Data Collections and Requirements:

- Test Window Count Date: March 10, 2009
- The Program Participation Collection begins March 2 and ends March 27, 2009. Program Participation data is reported in AIM for all students enrolled in the school during the testing window (including non-tested grades and CRT Alternate students). All data should be accurate as of the test window count date of March 10, 2009.
- The Test Window Attendance Collection begins March 11 and ends March 27, 2009. You must report the aggregate hours and absences of all students as of March 10. Use the next regularly scheduled school day if your school is not in session on March 10, 2009. The attendance count (absent field) reported in the Fall Attendance Collection and the Test Window Attendance Collection are averaged to determine the school's attendance rate which is used in AYP calculations. This field does not indicate if the student *participated* in the CRT assessment.

On the following pages are three tables:

Table 1

Provides guidance for Testing Procedures, AIM Enrollment Status, and Program Participation and Attendance Collections for students who move from one Montana public school to another during the state testing window.

Tables 2 and 3

Provide guidance on Testing Procedures, AIM Enrollment Status, and Program Participation and Attendance Collections for newly enrolled students who enroll from a private or home school, from out of state, or who transfer to a private or home school or move out of state during or after the school's testing window.

Table 1: Students who move from one Montana public school to another

School		Testing Procedures	AIM Enrollment Status	AIM Collections
Student withdraws from (the old school)	During the old school's testing window	If student did not start the test <ul style="list-style-type: none"> Place barcode label on voided barcode label form with notation that student is no longer enrolled. If student started and did not complete the test <ul style="list-style-type: none"> On voided barcode label form, pencil the state student ID and check that student is no longer enrolled. Contact school student is moving to and arrange to send Student Response Booklet to the new school. Otherwise return partially completed Student Response Booklet to Measured Progress 	Promptly end the student's enrollment by entering an enrollment end date and end status code.	<p>If the student <i>was enrolled on 3/10/09</i>, data should be reported in the Program Participation and Test Window Attendance Collections.</p> <p>If the student <i>exited prior to 3/10/09</i>, do not include in data collections.</p>
	During the old school's testing window	If student completed the test <ul style="list-style-type: none"> Submit completed Student Response Booklet to Measured Progress properly coded. 	Promptly end the student's enrollment by entering an enrollment end date and end status code.	<p>Include student data in Program Participation Collection <i>regardless of enrollment end date</i>.</p> <p>If student <i>was enrolled on 3/10/09</i>, include data in Test Window Attendance Collection.</p>
	After the old school's testing window	If student completed the test <ul style="list-style-type: none"> Submit completed Student Response Booklet to Measured Progress properly coded. 	Promptly end the student's enrollment by entering an enrollment end date and end status code.	<p>Include student data in Program Participation Collection <i>regardless of enrollment end date</i>.</p> <p>If student <i>was enrolled on 3/10/09</i>, include data in Test Window Attendance Collection.</p>

Table 1 continued: Students who move from one Montana public school to another

School		Testing Procedures	AIM Enrollment Status	AIM Collections
Student enrolls in (the new school)	During the new school's testing window	<p>If student completed the test at the old school</p> <ul style="list-style-type: none"> • The old school submits the student response booklet to Measured Progress. <p>If the student did not start or did not complete the test at the old school, the test should be administered and completed at the new school</p> <ul style="list-style-type: none"> ◆ If student started the test at the old school, contact the old school and arrange for the Student Response Booklet to be sent to the new school. <p>AT THE NEW SCHOOL, for either a test started at the old school or a new test administered at the new school, the following coding is required:</p> <ul style="list-style-type: none"> • The new school should bubble the following in the Student Response Booklet: <ul style="list-style-type: none"> • Page 1 <ul style="list-style-type: none"> ○ Student name, school code, State Student ID • Page 2 <ul style="list-style-type: none"> ○ Section 1 <ul style="list-style-type: none"> ▪ Student not in school entire academic year and/or ▪ Student not in district entire academic year 	Locate the student's previously assigned State Student ID in the AIM system and enroll the student into the new school by entering an Enrollment Start Date and Start Status Code.	<p>Student data should be reported in the Program Participation Collection, regardless of enrollment start date.</p> <p>If student <i>was enrolled on 3/10/09</i>, include data in Test Window Attendance Collection.</p>

Table 1 continued: Students who move from one Montana public school to another

School		Testing Procedures	AIM Enrollment Status	AIM Collections
Student enrolls in (the new school)	After the new school's testing window, <i>but prior to 3/10/09</i>	<p>If the student did not start or did not complete the test at the old school, the test should be administered and completed at the new school</p> <ul style="list-style-type: none"> • If student started the test at the old school, contact the old school and arrange for the Student Response Booklet to be sent to the new school. <p>Submit completed Student Response Booklet to Measured Progress</p>	Locate the student's previously assigned State Student ID in the AIM system and enroll the student into the new school by entering an Enrollment Start Date and Start Status Code.	If the student <i>was enrolled on 3/10/09</i> , data should be reported in the Program Participation and Test Window Attendance Collections.
Student enrolls in (the new school)	After the new school's testing window, <i>and after 3/10/09</i>	Student is not included in testing at the new school.	Locate the student's previously assigned State Student ID in the AIM system and enroll the student into the new school by entering an Enrollment Start Date and Start Status Code.	Program Participation and Test Window Attendance does not need to be reported student.

Table 2: Students withdraws from an accredited Montana public or private school to enroll in a school outside of Montana, a private non-accredited school, or a home school

School		Testing Procedures	AIM Enrollment Status	AIM Collections
Student withdraws from (old school) to enroll in a school outside of Montana or student transfers to a private or home school.	During the old school's testing window	If student did not start or complete the test <ul style="list-style-type: none"> Place barcode label on voided barcode label form with notation that student is no longer enrolled. 	Promptly end the student's enrollment by entering an enrollment end date and end status code.	<p>If the student <i>was enrolled on 3/10/09</i>, data should be reported in the Program Participation and Test Window Attendance Collections.</p> <p>If the student <i>exited prior to 3/10/09</i>, do not include in data collections.</p>
	After the old school's testing window	If student completed the test <ul style="list-style-type: none"> Submit completed Student Response Booklet to Measured Progress properly coded. 	Promptly end the student's enrollment by entering an enrollment end date and end status code.	<p>Include student data in Program Participation Collection <i>regardless of enrollment end date</i>.</p> <p>If student <i>was enrolled on 3/10/09</i>, include data in Test Window Attendance Collection.</p>

Table 3: Students enrolls in a an accredited Montana public or private school from out of state or a private non-accredited home school during or after the school's testing window.

School		Testing Procedures	AIM Enrollment Status	AIM Collections
Student enrolls in a Montana school (new school) from a school outside Montana or student transfers from a private or home school.	During the new school's testing window	<ul style="list-style-type: none"> • Student needs to participate in testing. • New school should bubble the following on the Student Response Booklet: <ul style="list-style-type: none"> • Page 1 <ul style="list-style-type: none"> ○ Student name, school code, State Student ID • Page 2 <ul style="list-style-type: none"> ○ Section 1 <ul style="list-style-type: none"> ▪ Student not in school entire academic year and/or ▪ Student not in district entire academic year 	Obtain a new AIM State Student ID (first check that student doesn't already have an AIM state id assigned) and enroll the student with a Start Status and a Start Date.	<p>Include student data in Program Participation Collection <i>regardless of enrollment start date.</i></p> <p>If student <i>was enrolled on 3/10/09</i>, include data in Test Window Attendance Collection.</p>
	After the new school's testing window	Student is not included in testing at the new school.	Obtain a new AIM State Student ID (first check that student doesn't already have an AIM state id assigned) and enroll the student with a Start Status and a Start Date.	<p>Student data should be reported in the Program Participation Collection, regardless of enrollment start date.</p> <p>If student <i>was enrolled on 3/10/09</i>, include data in Test Window Attendance Collection.</p>